

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date
Employee Name	Division Hospital Strategic Planning & Implementation		
Position No / Agency-Unit-Class-Serial 461-525-5157-704	Unit Regulations and Policy Unit		
Class Title Staff Services Analyst	Location Sacramento		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R01	Work Week Group 2	Pay Differential N/A
			Other

Concept of Position

Under the supervision of the Staff Services Manager II of the Regulations and Policy Unit, the Staff Services Analyst (SSA) serves as the Regulations Coordinator and is responsible for the monitoring, development, and implementation of regulations for the Department of State Hospitals (DSH) in accordance with the Administrative Procedure Act (APA) and the standards of DSH. The Regulations Coordinator is knowledgeable in the APA and serves as a liaison to the Office of Administrative Law (OAL).

Duties and Percent of Time Performing these Duties

25%	Under supervision supports the unit with the ongoing monitoring, reporting, coordinating, development, and implementation of all regulations affecting DSH. Review policies and proposed regulations and communicate the need to develop regulations with management, then coordinate and facilitate ongoing meetings with identified subject matter experts to ensure the accurate development of all regulatory documents required for the promulgation of the regulations through the APA.
25%	With management approval, coordinate, establish, and facilitate all workgroup meetings to ensure the development of all regulatory documents. When necessary, participate in the public workshops, stakeholder meetings, and other regulatory meetings. Coordinate, establish, and facilitate all public hearings and regulatory meetings between OAL and appropriate DSH personnel.
20%	Identify all necessary regulatory documents for development through the APA, then in collaboration with identified subject matter experts and legal staff, develop the documents required for each phase of the regulations development process. Develop and submit to OAL all rulemaking files and certificates of compliance for DSH and prepare the annual rulemaking calendar.
10%	Update the tracking spreadsheets and systems of the unit and prepare documents requiring management review and approval. Under supervision, prepare contracts or other document types for the provision of services necessary for regulations or other unit

	needs. Assist in developing instructional documents, plans and training materials, and facilitate trainings on the rulemaking process.	
5%	Post and update required regulatory documents and information on the DSH website and communicate the completion of new, revised, and repealed regulations to DSH staff. Communicate proposed changes in the regulations of DSH to the public and collect, analyze, and summarize all comments and testimony received.	
5%	Review DSH policies for potential regulations or updates and report findings to management.	
5%	Serve as the backup to the Policy Coordinator.	
5%	Other SSA duties as required.	
Other Information	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>DSH provides administrative support services to the state hospitals under its jurisdiction. A required function of this position is to consistently provide exceptional customer service to both internal and external customers.</p> <p>The majority of the essential functions for this position may be performed remotely. As such, consistent with statewide and DSH policies, telework and flexible scheduling are available upon management review and approval. If approved for telework or flexible scheduling, the incumbent must be available to report to the office as necessary or when requested.</p> <p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p>	
	Employee's Signature	Date
	I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.	
	Supervisor's Signature	Date